

BY LAWS

Whereas the Directors of The Margaret Eaton School of Literature and Expression deem it expedient to pass certain bylaws to regulate the affairs of the Company,
It is hereby enacted -

ANNUAL MEETING OF SHAREHOLDERS

- 1 - The Annual Meeting of Shareholders shall be held on the third Tuesday in September.

NOTICE OF MEETING FOR SHAREHOLDERS

- 2 - Notice of meeting for Shareholders shall be given either by mailing the same as a registered letter or by delivery thereof at least one day prior to such meeting.

P R O X Y

- 3 - A Proxy shall deposit a written authority with the Secretary before tendering a vote. Only a shareholder of the Company can act as Proxy.

D I R E C T O R S

- 4 - The Directors shall be eight in number, and elected annually.

NOTICE OF DIRECTORS MEETING

- 5 - Notice of Directors meeting shall be given by delivery of such notice, or by mailing same as a registered letter at least one day prior to such meeting, to the last known address of each Director.

ADDRESS REGISTER

- 6 - The name and post-office address of each Shareholder and Proxy and Director shall be entered in a register. The Secretary shall be notified of any new address. Until such notice be received, the last given address appearing in such register shall be deemed to be the last known address.

Q U O R U M

- 7 - Four Directors shall be a Quorum at a Directors meeting.

P R E S I D E N T

- 8 - The Directors shall elect from among themselves a President.

V O T I N G

- 9 - All questions at all meetings shall be decided by a majority of votes. The presiding officer shall be at liberty to vote on all questions, and in the event of a tie he shall cast a second.

STOCK CERTIFICATES

- 10 - Stock certificates shall only be issued when shares are fully paid up. The stock certificates shall be attested by the signature of the President and Secretary and the seal of the Company.

TRANSFERS OF STOCK

- 11 - No share in the stock of the said Company shall be transferred unless with the consent of Mrs. Timothy Eaton, who shall signify such consent by her signature in Transfer Book.
- 61.1

FACULTY

- 12 - The Directors shall appoint the Faculty each year, and fix salaries

FINANCIAL STATEMENT

- 13 - There shall be a financial statement prepared and completed not later than June 30th.

SECRETARY - TREASURER

- 14 - The Directors may appoint a Secretary-Treasurer, or both. The Secretary shall attend all meetings, enter the minutes of all resolutions and proceedings, keep the Company's accounts, prepare a financial statement and general report of the Company's affairs of the year preceding the annual general meeting, make the annual return required by the Government, give notices of meetings, and perform all other duties required by the nature of his office.

It shall be the Treasurer's duty to receive all moneys, notes, bills of exchange, and other negotiable securities, for or on behalf of the Company, to make deposits of moneys received to the Company's credit in a chartered bank to be selected by the Directors.

SIGNATURE AND SEAL

- 15 - The words "Margaret Eaton School of Literature and Expression" shall appear on the Company's seal, and the Secretary only shall affix the same. The President and Secretary shall sign all deeds, instruments and documents to which it is necessary to attach the seal of the Company.

All orders, bills, notes, cheques and commercial paper, shall be made, signed, accepted or endorsed by the Company by the hand of the Treasurer or by an attorney or attorneys to be appointed in writing for such purposes by the Treasurer.

Toronto, September 18th, 1907.

Rev. Chancellor Burwash,

Please note that a meeting of the Committee for the formation of by-laws for the Margaret Eaton School of Literature and Expression will be held at the home of Mrs. Eaton, 182 Lowther Ave., Friday evening, September 20th, at 8 p.m.

J. Vaughan

T. EATON CO.
IMPORTERS & MANUFACTURERS
TORONTO AND WINNIPEG

TORONTO

Jan. 17th, 1900.

Chancellor Burwash,
113 Bloor Street W.,
City.

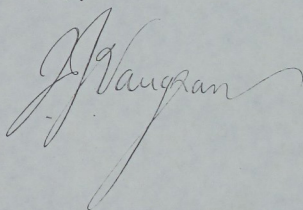
Dear Mr. Burwash,

I have made out the Government report for the Margaret Eaton School of Literature and Expression and have left same with Mr. Donald, of Macdonald, Shepley, Middleton & Donald, 23 Toronto Street.

It is signed by me as Secretary and sworn to, and the Government requires you to do the same. If you will please call at the above Office and execute the documents, they will be forwarded on to the Government.

Yours truly,

Dis. by J.J.V.

A handwritten signature in cursive script, appearing to read "J.J. Vaughan". The signature is written in dark ink and is positioned to the right of the typed name "J.J.V.".

THE MARGARET EATON SCHOOL OF LITERATURE AND EXPRESSION
Statement of Assets and Liabilities, May 29th, 1908.

	<u>Assets</u>	<u>Liabilities</u>
Pupils Accounts Receivable	\$102.60	
Canadian Bank of Commerce		240.79
Dominion Bureau of Music	25.00	
T. Eaton Co. Special Account		1300.13
Petty Cash on hand	.20.00	
Cash on hand	300.65	
Balance (inventories)	101.15	
Old Balances on books from 1906		39.77
Profit and Loss Account from 1906 - 1907	2.77	
" " " " 1907 - 1908	<u>1028.52</u>	<u> </u>
	1580.69	1580.69

T. EATON & CO.
IMPORTERS & MANUFACTURERS
TORONTO AND WINNIPEG

TORONTO

October 12th, 1908

Chancellor Burwash,
113 Bloor St. W.,
City.

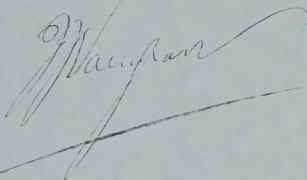
Dear Sir,

Enclosed you will find copy of the Minutes
of Directors meeting held October 6th.

The application for affiliation with the
University is being left in your hands.

Yours truly,

Dic. by J.J.V.
Encl.



THE MARGARET EATON SCHOOL OF LITERATURE AND EXPRESSION

Statement of Profit and Loss

1907 - 1908.

Had Debts	1.25	
Advertising	473.41	
Caretaking	453.20	
Sundry Expenses	57.97	
Invitation Account	5.00	
Heating Account	269.60	
Lighting	113.92	
Magazines	2.00	
Postage	60.00	
Printing and Stationery	214.27	
Salary Account	2490.09	
Telephone	52.00	
Subscription Account	2.00	
Fee Account		2680.85
Hall Rental		220.00
Lecture Course		190.12
Library fund		37.65
Text-book Account		11.32
"Twelfth Night" Account		26.25
Net loss for year		1028.52
	4194.71	4194.71

October 6th, 1908.

Directors meeting held this date at 8.15 p.m., at 182 Lowther Ave.

Present - Chancellor Burwash, Mrs. T. Eaton, Mrs. E. Scott-Raff, Mrs. Burnside, Messrs J. C. Eaton, H. McGee and R. Y. Eaton.

MOVED BY R. Y. Eaton

SECONDED BY H. McGee

That Mrs. Burnside take the chair. Carried.

MOVED BY Mrs. T. Eaton

SECONDED BY H. McGee

That Chancellor Burwash be elected President for the ensuing year. Carried.

MOVED BY Mr. J. C. Eaton

SECONDED BY Mrs. T. Eaton

That Mr. J. J. Vaughan be elected Secretary for the ensuing year. Carried.

MOVED BY Mr. R. Y. Eaton

SECONDED BY Mrs. Scott-Raff

That Mrs. Burnside be elected Treasurer. Carried.

MOVED BY Mrs. T. Eaton

SECONDED BY Mrs. Burnside

That the Faculty for term 1908-1909 be appointed as follows, at salaries named :-

Mrs. Scott-Raff	Principal	\$800.00
Miss Charlotte Ross	Literature	500.00 - 500 hours
Miss N. T. Thomas	Expression	400.00 - Time required
Miss F. Withrow	History	1.00 per lecture
Miss C. Wreyford	Physical Education	200.00
Fraulein Nothnagel	German	2/3 of receipts
Madame Goudis	French	2/3 " "
Miss Thrall	School Secretary	400.00

Carried.

MOVED BY R. Y. Eaton

SECONDED BY H. McGee

That the Canadian Bank of Commerce be adopted for the Company's business. Carried.

MOVED BY R. Y. Eaton

SECONDED BY H. McGee

That charges for rental be, for large auditorium -
evenings \$15.00; afternoons \$10.00, and for Mrs. Scott-Raff's studio,
evenings \$5.00 and afternoons \$5.00.

Carried.

MOVED BY J. C. Eaton

SECONDED BY Mrs. Burnside

That a committee consisting of Messrs H. McGee, R. Y.
Eaton, Mrs. Scott-Raff, and Mr. J. J. Vaughan be appointed to direct
the advertising of the School.

Carried.

MOVED BY Mrs. T. Eaton

SECONDED BY Mr. R. Y. Eaton

That application be made for affiliation with Toronto
University.

Carried.

MOVED BY Mrs. Scott-Raff

SECONDED BY Mrs. T. Eaton

That the Thirty Dollars (\$30.) donated by Gerhard
Heintzman & Co. be given in scholarships as follows :-

Junior year	\$10.00	for the "Greatest Development"
Senior year	10.00	" Original Oration
Post Graduate	10.00	" Shakespearean Interpretation

Carried.

MOVED BY Mr. R. Y. Eaton

SECONDED BY " J. C. Eaton

That the meeting adjourn.

Carried.



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